

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:**     **Deductions for Contributions to Charitable Organizations**    

**EFFECTIVE DATE:**     **July 1, 2000**    

**I. Introduction**

Employees of the College are allowed to designate certain voluntary health and welfare organizations as recipients of donations which are to be deducted from their paycheck. This policy and procedure is to clarify the types of organizations to be considered for this type of deduction, as well as to provide a means for accomplishing the same.

**II. Types of Charitable Organizations Which Will Be Considered**

Only organizations which are supported by voluntary contributions and which provide direct and substantial health and human services to the College's employees, their families, and other Tennesseans and/or provide substantial financial support to health and human services agencies that provide significant services to Tennesseans and have a substantial presence in the state will be considered for employee deductions under this policy.

**III. Requirements and Limitations**

1. Organizations that have current payroll deductions approved by the College are "grandfathered" by this procedure. They will not need approval from the Central Office of the Tennessee Board of Regents.
2. A newly approved agency under this procedure must obtain a minimum of five (5) employees who wish to make a contribution in order to have that contribution deducted from the employee's pay check.

**Source of Policy:**     **Transition Team VII  
Human Resources**    

**Related Policy:**     **N/A**    

**Approved:**                                   
**President**

**Responsible Vice President for Business,  
Administrator:**     **Finance & Info Systems**    

**TBR Policy Reference:**     **N/A**    

**TBR Guideline Reference:**     **N/A**    

**Date:**     **July 1, 2000**

3. A College employee will be limited to three (3) deductions from their pay check for contribution(s) to charitable organizations covered by this procedure. An "umbrella" organization such as the United Way will be regarded as one (1) deduction.

#### **IV. Organizations and Enrollment**

1. The Director of Human Resources shall be responsible for the coordination of campus solicitation programs for all charitable organizations. Eligible organizations may solicit contributions once each year during the months of October or November. The campaign is limited to one on-campus visit, and one campus wide mail-out. Eligible organizations that wish to solicit contributions during the designated time period must submit a campaign plan to the Director of Human Resources prior to July 31.
2. New employees will be permitted to authorize contributions to organizations that would qualify under this procedure during their first calendar month of service.
3. Existing employees will be permitted to authorize contributions to organizations that would qualify under this procedure in accordance with normal payroll deduction procedures.

#### **V. Methods of Payroll Deduction**

Employees may make deductions in one of two ways:

1. The employee may select a one-time lump sum deduction, which will be taken out of the paycheck designated by the College's Payroll Office.
2. The employee may select a monthly deduction, with the first deduction being designated by the College's Payroll Office.

#### **VI. Process to Establish Payroll Deductions**

1. The Central Office of the Tennessee Board of Regents will develop and maintain a master list of eligible agencies which will be distributed to all TBR institutions. This list will be maintained on the TBR gopher server.
2. Organizations wishing to be added to this list must contact the Tennessee Board of Regents to obtain an application form and approval for deductions.
3. Newly approved organizations will be added to the master list on a monthly basis.

4. The Tennessee Board of Regents will establish a block of deduction codes for charitable organizations. A specific range will be assigned for core agencies which generally have System-wide deductions. The remainder of the codes may be used by the College to designate local charitable organizations.